

## EXHIBITION GUIDELINES



2001 Army DOIM Conference  
Opryland Hotel Convention Center  
Nashville, Tennessee  
9 – 12 April 2001

Listed below is general information you will find useful in preparing for the 2001 Army DOIM Conference. If you have any questions, please feel free to contact the DOIM Conference Staff at (703) 428-1268 or email us at [doim2000@hqda.army.mil](mailto:doim2000@hqda.army.mil). Access the most up-to-date conference information at our web site <http://doim.army.mil/dc2001>.

### Exhibitor Kit

The exhibitor kit for the 2001 Army DOIM Conference is provided to you by Freeman Decorating Company. You should receive your exhibitor kits by the end of February 2001. The kit will include Freeman Decorating Company forms, 2001 Army DOIM Conference forms covering exhibitor rules and regulations, booth personnel registration form, complimentary booth personnel registration form, booth setup pass requests, and a points of contact listing. Please contact Freeman's Exhibitor Services Division at 615-391-5522, if you have any questions concerning the forms provided in this exhibitor kit, or if you do not receive your kit.

### Decorating Service Provider

Freeman Decorating Company will be the 2001 DOIM Conference show decorator. Our goal in conjunction with Freeman Decorating Company is to provide complete customer satisfaction and to ensure you of a successful exhibition. Freeman Decorating Company is poised to assist you in every way possible.

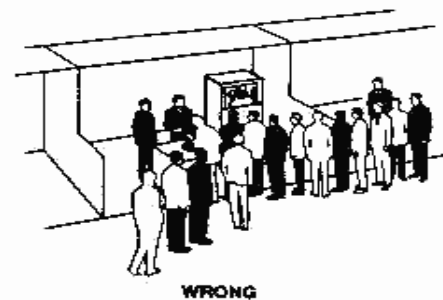
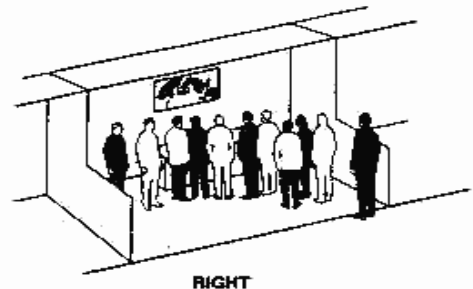
### Booth Configurations

Please note that the island exhibits do not come with piping and draping or identification sign(s).

### Demonstration Area

The demonstration areas must be organized within the exhibitor's space so as NOT to interfere with any traffic aisle, and sampling or demonstration tables must be placed a minimum of 2 feet from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Conference management reserves the right to have the booth layout adjusted to correct the problem, or in the most extreme case, to shut down that portion of the exhibit.

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember, the use of sound systems or equipment producing sound is the exception to the rule, not a right. Conference management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. All equipment, banners, displays and signs must not extend above the height limitation for the exhibitor's booth, which is 8 feet for linear booths and 15 feet for island booths.



### Exhibitor Check-In

**Exhibit Managers** – Exhibit managers must check in at the Exhibitor Registration adjacent to the entrance of the exhibition hall no later than 1200 on Monday, 9 April 2001 to receive exhibitor materials. If you are not able to check in by that time, a pre-designated on-site representative may do so in your absence. Unexpected delays should be directed to the Conference Administration Office.

*Booth Personnel* – All booth personnel must check in at the Exhibitor Registration to pick-up their badges and conference materials. Booth personnel will not be allowed access into the exhibit hall prior to receiving their badge.

### Security

24-hour security in the exhibit hall will be provided throughout the duration of the conference. Exhibitors must secure, at their own expense, appropriate liability/loss insurance and provide reasonable security for equipment and displays at all times during exhibition hours. The 2001 Army DOIM Conference, its agents and affiliates will not be held responsible for the loss, theft or damage of exhibitor-supplied equipment during any part of the exhibition.

### Lodging

It is the sole responsibility of each exhibitor to make his/her own hotel room reservation through appropriate reservation numbers. Hotel reservation and information is available on the Army DOIM 2001 Conference Web site: <http://doim.army.mil/dc2001>.

### *Hospitality Suites:*

In order to maintain the integrity and decorum of the Army DOIM Conference, we insist that all exhibits, ITDs, and particularly hospitality functions be conducted with respect for the professional and ethical atmosphere inherent in a successful Department of the Army Conference.

All Hospitality functions must be scheduled to occur outside of the conference event schedules. The DOIM Conference will not be advertising individual exhibitor events. Exhibitors may post advertisements in accordance with hotel regulations. Please contact the hotel for their regulations.

Attendees at every level have expressed a degree of discomfort arising from extravagant and overly flamboyant hospitality functions. While we do not intend to set strict guidelines or in any way make the conference's after hours functions "boring," your cooperation and adherence to this request will go a long way toward preserving the distinction of the Army DOIM Conference as one of the top Professional IT Conferences worldwide.

### **Tentative Exhibitor Hours**

Saturday, 7 April 2001	0800 – 1700	Exhibit Setup & Registration
Sunday, 8 April 2001	0800 – 1700	Exhibit Setup & Registration
Monday, 9 April 2001	0800 – 1600	Exhibit Setup & Registration
	1800 – 2100	Exhibition Grand Opening & Reception
Tuesday, 10 April 2001	1200 – 1700	Exhibition, Luncheon & ITD's
Wednesday, 11 April 2001	0800 – 1700	Exhibition & Luncheon
	1730 – 2030	Exhibition Tear Down
Thursday, 12 April 2001	0800 – 1200	Exhibition Tear Down

**We Look Forward to Seeing You at DOIM 2001!!**